

The 11th January, 1980

No. S. E. Rohtak Circle, P.W.D. B.&R. Branch, Rohtak/28RA/4/562.—Whereas it appears to the Governor of Haryana that land is likely to be required by the Government at public expense, for a public purpose namely “constructing road from Shidipur to Khair in Rohtak District, it is hereby notified that the land in the locality described in the specification below is required for the above purpose.

This notification is made under the provisions of section 4 of the Land Acquisition Act, 1894, to all whom it may concern.

In exercise of the powers conferred by the aforesaid section, the Governor of Haryana is pleased to authorise the officers for the time being engaged in the undertaking, with their servants and workmen to enter upon and survey any land in the locality and do all other acts required or permitted by that section.

Any person interested in the above land, who has any objection to the acquisition of any land in the locality, may within thirty days after the date of publication of this notification, file an objection in writing before the Land Acquisition Collector, Haryana, Public Works Department, Buildings and Roads Branch, Ambala Cantt.

## SPECIFICATION

District	Tehsil	Locality/ Village	Hadbast No.	Area in Acres	Khasra No.
Rohtak	Bahadurgarh	Shidipur	67	1.67	14
					23, 24
					17
					3 3 4, 7, 8, 13, 14, 17, 18,
					1 2,
					23, 24, 26
					32
					3, 4, 7, 8, 13, 14, 17, 18, 26
					80, 232
Total				1.67	

The 15th January, 1980

No. S. E. Rohtak Circle, P.W.D., B&R. Branch Rohtak/28RA/4/563.—Whereas it appears to the Governor of Haryana that land is likely to be required by Government at public expense, for public purpose, namely, constructing a road from Kanoda to Jonti in Rohtak District, it is hereby notified that the land in the locality described in the specification below is required for the above purpose.

This notification is made under the provisions of section 4 of the Land Acquisition Act, 1894, to all whom it may concern.

In exercise of the powers conferred by the aforesaid section, the Governor of Haryana is pleased to authorise the officers for the time being engaged in the undertaking with their servants and workmen to enter upon and survey any land in the locality and do all other acts required or permitted by that section.

Any person interested in the above land, who has any objection to the acquisition of any land in the locality, may within thirty days after the date of publication of this notification, file an objection in writing before the Land Acquisition Collector, Haryana, Public Works Department, Buildings and Roads Branch, Ambala Cantt.

## SPECIFICATION

District	Tehsil	Locality/ Village	Hadbast No.	Area in Acres	Khasra No.	
Rohtak	Bahadurgarh	Kanoda	33	3.01	46	50
					22	11, 20
					51	1, 8, 9, 10, 11, 12 13,
					51	
					14	14
					15	15
					16	16
					52	
					8/1, 8/2, 9/1, 9/2, 9/3,	10/1, 10/2,
					52	53
					26, 27	5, 6
					205, 833, 835, 834,	173, 174, 163,
					165, 829, 830, 592, 593,	596, 598,
					599, 609, 610, 631, 632,	643, 655,
					656, 668, 679, 680,	224, 225, 226,
					678, 679, 680, 788	
Total				3.01		

No. SE Rohtak Circle, PWD, B&R Branch, Rohtak/28RA/4/564.—Whereas it appears to the Governor of Haryana that land is likely to be required by Government, at public expense, for a public purpose, namely, constructing a road from Rewari Khera to Kheri Asra in Rohtak District, it is hereby notified that the land in the locality described in the specification below is required for the above purpose.

This notification is made under the provisions of section 4 of the Land Acquisition Act, 1894 to all whom it may concern.

In exercise of the powers conferred by the aforesaid section, the Governor of Haryana is pleased to authorise the officers, for the time being engaged in the undertaking with their servants and workmen to enter upon and survey any land in the locality and do all other acts required or permitted by that section.

Any person interested in the above land, who has any objection to the acquisition of any land in the locality, may within thirty days after the date of publication of this notification, file an objection in writing before the Land Acquisition Collector, Haryana, Public Works Department, Buildings and Roads Branch, Ambala Cantt.

## SPECIFICATION

District	Tehsil	Locality/ Village	Hadbast No.	Area in Acres	Khasra No.	
Rohtak	Bahadurgarh	Chhara	17	0.75	355	
					19	19
					21	21
					12, 13, 18,	20, 22
					1	2
					356	357
					1	5
					665, 1558	

District	Tehsil	Locality/ Village	Hadbast No.	Area in Acres	Khasra Nos.	
2. Rohtak	Bahadurgar	Rewari Khera	19	4.52	21	23
					$\frac{19}{2}, \frac{19}{3}, 21, 24$	$\frac{5/2}{6}, 6$
					$\frac{35}{1/1, 26, 21}$	$\frac{36}{16, 25}$
					$\frac{39}{5/2, 6, 15, 16, 25}$	$\frac{40}{1, 10, 11, 20, 21}$
					$\frac{51}{1, 10, 11, 20, 21}$	$\frac{52}{5, 6, 15, 16, 25}$
					$\frac{54}{4, 5/1, 5/2, 6, 7/1, 7/2, 8, 13/1, 13/2, 14}$	
					$\frac{55}{1}$	
					209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 229, 230, 233, 235, 236, 237, 238, 241, 242, 245, 246, 248, 252, 253, 254, 256, 257, 105, 76.	
3. Do	Do	Kheri Asra	18	5.27	5	
					$\frac{1, 10/1, 10/2, 11, 20, 21/1, 21/2}{6}$	
					$\frac{5, 6, 15, 16, 25}{13}$	
					$\frac{5, \frac{6}{1}, \frac{6}{2}, \frac{6}{3}, \frac{6}{4}, 14, \frac{15}{1}, \frac{15}{2}, 16, \frac{17}{1}, \frac{17}{2}}{13}$	
					$\frac{18, 22, \frac{23}{1}, \frac{23}{2}, \frac{24}{1}}{14}$	
					$\frac{1/1, 1/2, 10/1, 10/2, 11}{20}$	
					$\frac{2/1, 2/2, 3, 9/1, 9/2, 10/1, 10/2, 11/1, 11/2}{34}$	
					$\frac{1, 10/1, 10/2, 11/1, 20, 21}{29}$	

District	Tehsil	Locality/ Village	Hadbast No.	Area in Acres	Khasra Nos.
Rohtak	Bahadurgarh	Kheri Asra— <i>concl'd</i>	18— <i>concl'd</i>	5.27— <i>concl'd</i>	36 6/1, 6/2, 7
					35 5/2, 6, 7/1, 8, 9, 10, 13, 14
			Total	10.54	

(Sd) . . . ,

Superintending Engineer,  
Rohtak Circle.

## PANCHAYATS DEPARTMENT

The 8th January, 1980

No DP-80/207.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of the persons appointed to the Haryana Panchayats Department (State Service, Group C), namely :—

## PART I—GENERAL

1. *Short title.*—These rules may be called the Haryana Panchayats Department State Service, Group C, Rules, 1979.

2. *Definitions.*—In these rules, unless the context otherwise requires,—

- (a) "Board" means the Subordinate Services Selection Board, Haryana;
- (b) "Director" means the Director of Panchayats, Haryana;
- (c) "Direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of Government of India or any State Government;
- (d) "Government" means the Haryana Government in the Administrative Department;
- (e) "recognised University" means :—
  - (i) any university incorporated by law in India, or
  - (ii) in the case of a degree, diploma, certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University, or
  - (iii) any other university which is declared by Government to be a recognised university for the purpose of these rules;
- (f) "Service" means the Haryana Panchayats Department State Service, Group C.

## PART II—RECRUITMENT TO THE SERVICE

3. *Number and Character of Posts.*—The Service shall comprise the posts shown in Appendix 'A' to these rules :

Provided that nothing in these rules shall affect the inherent right of Government to make additions to or reduction in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. *Nationality domicile and character of candidates appointed to the Service.*—(1) No person shall be appointed to the Service, unless he is—

- (a) a citizen of India, or

- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Provided that a person belonging to categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admittey to an examination or interview conducted by the Board or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

5. *Age.*—No person shall be appainted to the Service by direct recruitment who is less than 17 years or more than 30 years of age, on or before the 1st day of January next preceding the last date of submission of applications to the Board.

6. *Appointing authority.*—Appointments to the posts in the Service shall be made by the Director.

7. *Qualification.*—No person shall be appointed to the Service, unless he is in possession of qualifications and experience specified in column 4 of Appendix 'B' to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid Appendix in the case of recruitment by promotion/transfer.

8. *Disqualification.*—No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, may exempt any person from the operation of this rule.

9. *Method of recruitment.*—Recruitment to the Service shall be made—

- (i) by promotion ; or
- (ii) by direct recruitment ; or
- (iii) by transfer on deputation of an official already in the service of any State Government or the Government of India.

10. *Probation.*—(1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :

Provided that—

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
- (b) any period of work in equivalent or higher rank, prior to appointment to the Service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may,—

- (a) if such person is appointed by direct recruitment, dispense with his services; and
  - (b) if such person is appointed otherwise than by direct recruitment,
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority,—
- (a) if his work or conduct has, in its opinion, been satisfactory—
    - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
    - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
    - (iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy; or
  - (b) if his work or conduct has in its opinion, been not satisfactory—
    - (i) dispense with his services, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit; or
    - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension if any, shall not exceed three years.

11. *Increments* (1) The members of the Service appointed by direct recruitment shall qualify the type test in Hindi or English within a period of one year from the date his joining.

- (2) If a member of the Service passes the departmental type test after the prescribed period, then the increment for the period subsequent to that within which the type test was to be passed shall be released to him from the date following the last day on which the type test is completed. The increments shall be released with retrospective effect from the date it was otherwise due but no arrears shall be paid for the past period.
- (3) If a member of the Service fails to pass the type test and is subsequently exempted by competent authority from passing the test, his increments for the period subsequent to that within which the type test was to be passed shall be released from the date he is given such exemption. The increments shall be released with retrospective effect from the date it was otherwise due but no arrears shall be paid for the past period.

12. *Seniority of members of the Service.* Seniority, inter se of members of the service shall be determined by the length of continuous service on any post in the service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board, shall not be disturbed in fixing the seniority:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows: —

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;

- (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; or
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by the length of their service in the appointment. and if the length of such service is also the same, the older member shall be senior to the younger member.

13. *Liability to serve.*—(1) A member of the Service shall be liable to serve at any place whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of Service may also be deputed for service as under: —

- (i) a company, association or body of individuals whether incorporated or not, which is wholly or substantially owned controlled by the State Government, a Municipal Corporation or a local authority within the State of Haryana;
- (ii) the Central Government or a company, association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- (iii) another State Government, an international organisation, an autonomous body not controlled by the Government, or a private body:

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organisation or body referred to in clauses (ii) and (iii) except with his consent.

14. *Leave, pension or other matters.*—In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

15. *Discipline penalties and appeals.*—(1) In matters relating to discipline, penalties and appeals, member of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time.

Provided that the nature of penalties which may be imposed by the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix 'C' to these rules.

(2) The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the said rule and the appellate authority shall also be as specified in Appendix 'D' to these rules.

16. *Vaccination.*—Every member of the Service, shall get himself Vaccinated and revaccinated if and when the Governments so directs by a special or general order.

17. *Oath of allegiance.*—Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

18. *Power of relaxation.*—Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

19. *Special provisions.*—Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

20. *Reservations.*—Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Condition.

22. *Repeal and savings.*—Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed:

Provided that any order made or action taken under the rule so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

## APPENDIX 'A'

(See rule-3)

(Category I)

Designation of post	Permanent	Temporary	Total	Scale
1	2	3	4	5
CATEGORY I : HEAD OFFICE				
1. Superintendent	1	1	2	Rs. 400—25—500/30—650.
2. Head Assistant	1	1	2	Rs. 300—20—400/26—500/25—550.
3. Assistant	9	10	19	Rs. 166—10—280/15—400.
4. Senior Scale Stenographer	3	—	3	Rs. 160—16—280/15—400.
5. Demonstrator	1	—	1	Rs. 160—10—280/15—400.
6. Junior Scale Stenographer	2	—	2	Rs. 140—6—170/8—210/10—310 (with a start of Rs. 158 P. M. plus two advance increments to graduates.
7. Stenotypist	—	2	2	Rs. 110—4—130/5—160/5—225 (with two advance increments to graduates) plus Rs. 25 as special pay.
8. Clerks	15	3	18	Rs. 110—4—130/5—160/5—225 (with two advance increments to graduates).
9. Driver	1	—	1	Rs. 110—4—130/5—160/5—180.
10. Restorer	1	—	1	Rs. 80—3—120/4—140.
CATEGORY II : FIELD STAFF				
11. Head Clerks	7	5	12	Rs. 225—15—360/20—500.
12. Assistants	—	24	24	Rs. 160—10—280/15—400.
13. Accountants	—	12	12	Rs. 160—10—280/15—400.
14. Store Clerks	7	5	12	Rs. 110—4—130/5—160/5—225 (with two advance increments to graduates) plus Rs. 20 as special pay.
15. Stenotypist	—	12	12	Rs. 110—4—130/5—160/5—225 (with two advance increments to graduates) plus Rs. 25 as special pay.
16. Clerks	14	10	24	Rs. 110—4—130/5—160/5—225 (with two advance increments to graduates.)
17. Gram Sachivs	825	525	1,350	Rs. 110—4—130/5—160/5—200.



## APPENDIX 'B'

(See rule 7)

Serial No.	Name of post	By promotion	By direct recruitment/transfer
1	2	3	4
1.	Superintendent	Two years experience as Head Assistant	—
2.	Head Assistant	Having 5 years experience as Assistant or Senior Scale Stenographer having worked as Assistant for two years	—
3.	Assistant	Clerk/Store clerk/Junior Scale Stenographer/Steno-typist having 3 years experience with Matric qualification and Hindi upto Matric.	By transfer from other Departments, Matric with Hindi having 5 years experience as clerk or graduate having 3 years experience in any Haryana Government office.
4.	Accountant	Ditto	Ditto
5.	Head Clerk	Matric with Hindi having 5 years experience as Assistant or Accountant in the field offices of the Panchayats Department.	—
6.	Store Clerk	Matric with Hindi having one year experience as Clerk in the Panchayats Department.	—
7.	Clerk	(i) Matric with Hindi having two years experience as Restorer/Daftri in the Department. (ii) Matric with Hindi having 5 years experience as Group 'D' employee in the Department and knowledge of typing in Hindi or English at the speed of 25 words per minute and 30 words per minute, respectively.	(i) Matric with Hindi or its equivalent. (ii) By transfer from other Departments of Haryana Government having qualification mentioned above provided the person has been appointed in that department through the Board.
8.	Steno-typist	Matric with Hindi having Shorthand speed in English or Hindi at the speed of 80 and 64 words per minute, and transcription at the speed of 15 and 11 words per minute respectively. Having minimum experience of one year as regular clerk in the Department.	(i) Matric with Hindi or its equivalent and shorthand speed in English or Hindi at the speed of 80 and 64 words per minute and transcription speed 15 and 11 words per minute respectively. Preference will be given to graduates. (ii) By transfer from other offices/departments of Haryana Government. Having qualification as prescribed in (i) above and having been approved/selected by the Board.

Serial No.	Name of post	By promotion	By direct recruitment/transfer
1	2	3	4
9.	Junior Scale Stenographer	Matric with Hindi having two years experience as Steno-typist and shorthand speed in English or Hindi 80 and 60 words per minute and transcription 20 and 15 words per minute, respectively.	(i) Matric with Hindi or its equivalent and shorthand and transcription speed as prescribed in column 3. Preference will be given to graduates.  (ii) By transfer from other offices/departments of Haryana Government having qualification as prescribed in column 3 and selected/approved by the Board in that office/department.
10	Senior Scale Stenographer	Matric with Hindi having two years experience as Junior Scale Stenographer in the Department with shorthand speed in English or Hindi 100 and 80 words per minute and transcription speed 20 and 15 words per minute, respectively.	(i) Qualifications as prescribed in column 3. Preference will be given to Graduates. (ii) By transfer from other offices/departments of Haryana Government. Having qualification prescribed in column 3 and at least 1 year experience as Senior Scale Stenographer and 2 years as Junior Scale Stenographer provided the employee has been selected/approved by the Board in that department.
11.	Demonstrator	—	Through the Board having qualification Matric with Hindi or its equivalent and knowledge of handling emblems etc.
12.	Driver	—	(i) Having Driving Licence.  (ii) Can read and write Hindi.
13.	Restorer	Matric with Hindi having worked as peon or daftri for a period of 2 years in the department.	Matric with Hindi.
14.	Gram Sachive	—	(i) Matric with Hindi.  (ii) Rural background.

## APPENDIX 'C'

[See rule 15(1)]

Designation	Appointing Authority	Nature of penalty	Punishing Authority	Appellate authority	Second appellate authority
1	2	3	4	5	6
1. Superintendent	Director	(a) Censure	Director	Administrative Secretary	State Government
2. Head Assistant		(b) Withholding of increments or demotion including stoppage of increments and efficiency bar.			
3. Assistant		(c) Reduction to a lower post or time-scale to a lower stage in a time-scale.			
4. Senior Scale Stenographer		(d) Recovery from pay of the whole or part of any pecuniary loss to Government by negligence of knowledge of orders.			
5. Junior Scale Stenographer		(e) Warning with a copy on personal file.			
6. Steno-typist		(f) Removal			
7. Clerks		(g) Dismissal			
8. Head Clerks					
9. Accountants					
10. Store Clerk					
11. Restorer					
12. Gram Sachives					
13. Driver					
14. Demonstrator					

## APPENDIX 'D'

[See rule 15(2)]

Designation of post	Nature of orders	Authority empowered	Appellate authority	Final and 2nd appellate authority
1	2	3	4	5
1. Superintendent	(i) Reduction or with-holding the maximum Pension admissible under the rules governing pensions.	Director	Administrative Secretary	State Government
2. Head Assistant				
3. Assistant				
4. Accountant				
5. Senior Scale Stenographer				
6. Junior Scale Stenographer				
7. Steno-typist				
8. Clerks				
9. Head Clerks				
10. Store Clerks				
11. Restorer				
12. Gram Sachive				
13. Driver				
14. Demonstrator				
	(ii) Altering or interpreting to disadvantage any rule by which conditions of Service are regulated.			
	(iii) Terminating appointment otherwise than upon reaching the age fixed for Superannuation.			

SUKHDEV PARSAD, Secy.

## FINANCIAL COMMISSIONER'S OFFICE, HARYANA

The 16th January, 1980

No. 46-E-(3)-80/1961.—It is hereby notified in accordance with clause II of Appendix 'E' to the Financial Commissioner's Standing Order No. 12 that the next Departmental Examination of Naib-Tahsildars will be held at Kothi No. 211, Sector 9-C, Chandigarh on the dates and the time specified below :—

## DATE-SHEET

Date	Time	Paper	Subject
28th January, 1980	10 A. M. to 1 P M.	First Paper	The Punjab Land Revenue Act and Rules Chapters 2, 3, 4, 6, 7, 8, 9, 10 and 18 of the Punjab Land Records Manual and Standing Orders 2, 3, 4, 7, 20, 21, 29, 30 and Part 'F' of the Standing Order No. 16 (with the aid of books.)

Date	Time	Paper	Subject
28th January, 1980	2 P. M. to 5 P. M.	Second Paper	Arithmetic up to Matriculation Standard, Patwaris' Mensuration Manual.
29th January, 1980	10 A. M. to 1 P. M.	Third Paper	The Punjab Tenancy Act and rules thereunder and paragraph relating to this Act contained in the Punjab and Administration Manual.  Appendix VII, VIII, IX and XXI of the Punjab Settlement Manual and Chapters II, VII, VIII, XI, XIII, XV, XVI and XXI of the Punjab Land Administration Manual.  The Haryana Ceiling on Land Holdings Act, 1972 and Rules framed thereunder. (All with the aid of books).
29th January, 1980	2 P. M. to 5 P. M.	Fourth Paper	The Haryana Registration Manual. The Indian Stamp Act, the Punjab Excise Act, The Punjab Local Option Act, the Opium Act, the Punjab Opium Smoking Act, 1923 and the Dangerous Drugs Act, and Sections 54, 59, 107 and 123 of the Transfer of Property Act, 1882 (All with the aid of books).
30th January, 1980	10 A. M. to 1 P. M.	Fifth Paper	The Criminal Procedure Code omitting Chapters 18, 22, 23, 27, 28, 31, 32, 37, 43, 44-A and 45. The Indian Penal Code Omitting Chapters 6, 7, 12, 18 and 21 (Untouchability Offence) Act, 1955 (All with the aid of books).
30th January, 1980	2 P. M. to 5 P. M.	Sixth Paper	The Civil Procedure Code omitting section 88, 89 and 93, parts VII, VIII and IX orders XXIX, XXX, XXXV, XXXVI, XL, XLI, XLII, XLIV, XLVI, XLVII and XLIX. The Indian Evidence Act (All with the aid of books).
31st January, 1980	10 A. M. to 1 P. M.	Seventh Paper	The Punjab Civil Services, Rules, Volum I Part I  Chapter I—Extent of application.  Chapter II—Definitions (Preliminary Knowledge without any practical problem).  Chapter III—General Conditions of Service.  Chapter V—Addition to pay compensation allowance (Rules 5.33 to 5.64).  Chapter VII—Dismissal, Removal and Suspension.

Date	Time	Paper	Subject
31st January, 1980	10 A. M. to 1 P. M.	Seventh Paper	<p>Chapter VIII—Leave rules 8.1 to 8.6.</p> <p>Chapter IX—Joining time.</p> <p>Chapter XI—Records of service.</p> <p>Chapter XIV—Classification of service with Particular reference to Punjab Civil Services, (Punishment and Appeal Rules as contained in appendix 24, Part II, C.S.R. Volume I.</p> <p>Chapter XV—Authorities which exercise the power of a competent authority under the various rules.</p> <p>2. Treasury Rules Punjab Part I and Part II</p> <hr/> <p>Chapter I—General System of Control over treasuries.</p> <p>Chapter II—Payment of revenue of the State into the Public account.</p> <p>Chapter III—Custody of money, relating to or standing in the public account of the State upto 4,91, 4.168 to 4.181.</p> <p>Chapter VI—Responsibilities for money withdrawn.</p> <p>Chapter VII—Inter Government Transactions Appendix 'B' Appendix 'C'</p> <p>3. Financial Hand Book No. 2</p> <hr/> <p>Punjab Financial Rules, Volume I.</p> <p>Chapter II—General Principles and Rules.</p> <p>Chapter III—Special Rules for the treasuries.</p> <p>Chapter IV—Revenue receipts and their checks.</p> <p>Chapter V—Pay, allowances and pension General Rules.</p> <p>Chapter VI—Pay, allowances etc. of Gazetted Government servants.</p> <p>Chapter VII—Pay and allowances of Establishment.</p> <p>Chapter VIII—Contingencies.</p> <p>Chapter IX—Miscellaneous charges.</p> <p>Chapter X—Loans and advances.</p> <p>Chapter XI—Bills and remittances.</p> <p>Chapter XIII—Deposits.</p> <p>Chapter XVII—Budget.</p> <p>Chapter XVIII—Power of sanction.</p> <p>Chapter XIX—Consent and delegation and order.</p>

Date	Time	Paper	Subject
			<p>4. Punjab Civil Services Rules, Vol. II (Pension and Provident Fund Rules).</p> <p>Chapter I—Extent or application and definition.</p> <p>Chapter II—General provisions relating to grant of pension.</p> <p>Chapter III—service qualifying for pension.</p> <p>Chapter V—Different kinds of pension and conditions for their grant.</p> <p>Chapter VII—Re-employment of pensioners.</p> <p>Chapter IX—Application for and grant of pension.</p> <p>Chapter X—Payment of pensions.</p> <p>Chapter XI—Commutation of pensions.</p> <p>Chapter XVII—Punjab General Provident Fund Rules 13.I, 13.II, 13.I4 and 13.I5.</p> <p>5. Civil Services Rules Vol. III (T. A. Rules)</p> <p>Chapter I—Definitions.</p> <p>Chapter II—T. A. Rules 2.1, 2.4, 2.15, 2.16, 2.18, 2.23, 2.32, 2.57, 2.68 to 2.70, 2.107 and 2.109.</p> <p>6. Punjab Financial Rules Vol. II</p> <p>Appendix 2.4, 14, 15, 16 and 18.</p> <p>7. Account Code Volume I</p> <p>Chapter III—Pay and Allowances.</p> <p>Chapter—IV—Gazetted Officer's bills.</p> <p>Chapter V—Establishment.</p> <p>Chapter VI—Contingencies Charges.</p> <p>8. Punjab Budget Manual</p> <p>9. Introduction to Government audit and accounts (General Chapters only) (with the aid of books).</p>
31st January, 1980	2 P. M. to 5 P. M.	Eighth Paper	Proficiency in Urdu (Written) up to VI—Class standard.
1st February, 1980	10 A. M. to 1 P. M.	Ninth Paper	Proficiency in Hindi (Written) up to Matric Standard (No book has been prescribed)

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